

PERSONNEL DOCUMENT TRANSMITTAL

PROCESSING DOCUMENTS

ATTENTION: _____
(Processing Associate)

DATE: _____

FROM: _____
(Program/Region/Duty Station)

EMPLOYEE/SSN#: _____

SF-52 #: _____
(If Applicable)

Proposed Effective Date
(If Applicable)

_____	*AD-349	Employee Address
_____	AD-581	Lump Sum Leave
_____	APHIS-40	Employee Exit Inventory
_____	DD-214	Military Discharge Certificate
_____	I-9	Employment Eligibility Verification
_____	SF-61	Appointment Affidavits
_____	OF-306	Declaration for Federal Employment
_____	OF-612	Optional Application for Federal Employment
_____	SF-85	Questionnaire for Non-sensitive Positions
_____	SF-87	Fingerprint Charts
_____	SF-144	Statement of Prior Federal Civilian & Military Service
_____	SF-177	Statement of Ability to Work
_____	SF-180	Request Pertaining to Military Records
_____	SF-181	Race and National Origin Identification
_____	SF-256	Self-Identification of Medical Disability
_____	SBD-2003	U.S. Saving Bonds Authorization of Purchase & Request for
_____	*SF-1199A	Direct Deposit Sign-up Form
_____	*W-4	Employee Withholding Certificate - Federal
_____	*	Employee Withholding Certificate - State Tax Waiver
_____		OTHER

* These documents are necessary to process accessions